

# STEPS FOR DOWNLOADING A PROPOSAL

Go to [www.virginidot.org/business/const](http://www.virginidot.org/business/const) and under all things advertisement select advertisement.

Under the E-Plans Column select your project.

This will take you to the Falcon Website.

Log in to this site.

If this project is not classified as a CII project you would select E-Plans. If it is a CII Project you would select CII.

Beside the PPMS#/UPC select the folder icon. In the drop down menu select either SAAP or RAAP.

Beside Types of Files select the folder icon. In the drop down menu select proposal.

If you know the Filename you can type that in the Filename field if not select submit search.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Virginia Department of Transportation (VDOT) Falcon/SVP website. The browser's address bar shows the URL <http://falcon.virginidot.org/falcon/falconweb.htm???>. The website has a blue header with the VDOT logo and the slogan "We Keep Virginia Moving". Below the header is a navigation bar with buttons for "Commute & Travel", "Business", "Info & Services", "Projects", and "Careers". The main content area is titled "Advertised Electronic Plans" and contains a search form. The form has three input fields: "PPMS#/UPC" with the value "saap", "Types of files" with the value "PROPOSAL", and "Filename" which is empty. Each of the first two fields has a folder icon to its right. Below the input fields is a "Submit Search" button. At the bottom of the form, there is a red text message: "Required Fields - Click icons next to field for pick lists". The browser's taskbar at the bottom shows several open applications, including "Unread Mail - Microso...", "Document26 - Micros...", and "Virginia Department o...", along with the system clock showing 09:40AM.

A list of proposals will appear and you can make your selection from that list.

If you have any questions contact Nicole Gilliam at 804-786-5104.